**REF OVERSIGHT COMMITTEE**

**Notes and Actions from the Meeting Held on 23 November 2020**

**PRESENT:** Prof Andrew Ball (AB), Prof Alistair Sambell, Tracy Turner (TT), Kirsty Taylor (KT), Deborah Wills (notes)

**APOLOGIES:** Liz Towns-Andrews, Siobhan Moss

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|  |  | **ACTIONS** |
| **1.**  1.1 | **Minutes of meeting held 22 October 2020**  The minutes were approved as a correct record.  Item 6.2 – LTA has offered support to the remaining UoA Co-ordinators.  6.3 – AS confirmed he had received a copy of the draft institutional environment statement. |  |
| **2.**  2.1 | **SRR/IR identification and final round of individual circumstances declarations**  The individual circumstances declaration evaluation work is in progress and nearing finalisation. There will likely be around 12declaration considered in this final round. |  |
| **3.**  3.1  3.2 | **Equality Impact Assessment (SRR/IR)**  TT is working on this and has a meeting with LTA to go through final elements. The main point that will need to be addressed is the difference between the chances of being identified for REF between female and male (as with mock REF) and a few other nuances around IR selection. Once the analysis exercise is complete, we then must consider and assess how improvements can be made and ensure resources are in place for future career support to address gender imbalances in output pools.  TT will send AS a copy of the current version of the EIA document. |  |
| **4.**  4.1  4.2 | **UoA Output Pools**  KT has finalised 10 pools, with 5 other UoAs to be completed at end of week.  Analysis of the final output pools for some of the UOAs has taken place, comparing the male v female distributions and identifying where swapping outputs of the same quality could in principle redress some imbalances, but the fit with strategy would need to be verified with UOA Co-ordinators/ADREs. |  |
| **5.**  5.1  5.2  5.3  5.4 | **Environment Statements**  TT confirmed that LTA is progressing with the institutional statement and has now handed it to Michelle Kelly to reduce the wordcount to fit the template requirements. It is possible we will also get her involved with improving the individual UoA environment statements. There has not been much engagement to date with UOA Co-ordinators approaching LTA for support in relation to their individual statements.  KT has just begun working on the environment data this week.  Concern was expressed that when environment statements have to be submitted at the end of the month they will not be fit for purpose. AB to discuss with LTA.  TT reported that environment templates have been updated by UKRI to comply with accessibility regulations; UOA Co-ordinators should ensure they use the correct versions. TT will review the guidance document to ensure there are no other changes for us to take note of. | **AB**  **KT**  **TT** |
| **6.**  6.1 | **Impact Case Studies**  Meetings are being held with UOAs/Schools and progress is being made, but it is expected that requests to review revised ICSs will peak in late December/early January. |  |
| **7.**  7.1 | **Any Other Business**  There was no other business. |  |